

Leo-Cedarville Stormwater Utility Board  
Meeting Minutes  
January 12, 2021

Note: Meeting held remotely via Zoom.

Attendance: R. Paul Steffens, Larry Clark, John Abel. Town Manager Patrick Proctor. Engineer Derek Frederickson. Clerk-Treasurer Pamela Spannuth.

6:00 pm – Mr. Paul Steffens called the meeting to order.

Election of Officers – Mr. Clark nominated Mr. Steffens as board president; Mr. Abel seconded. Mr. Steffens accepted the nomination. No other nominations were made.

Agenda – The January 12, 2021 agenda was accepted as written.

Minutes – The December 8, 2020 minutes were approved as distributed.

Voucher Approval – The January 12, 2021 vouchers (December 2020 expenditures) were unanimously approved via roll call vote; the total was \$1,568.24. (2020). The January 12, 2021 vouchers were unanimously approved by roll call vote; the vouchers totaled \$275.77.

Delinquent Account Threshold/Waiver – Ms. Spannuth distributed a list of delinquent accounts and their balances. She asked for direction from the board on the threshold that should be pursued through additional late notices or liens. Discussion ensued regarding this topic. At this point, all delinquent account holders have received several late notices. Failure to pay will result in a lien. Mr. Steffens moved to waive delinquent balances of \$5.00 or less; Mr. Abel seconded. Motion passed by roll call vote.

2021 Fee Assessment List – Ms. Spannuth conveyed that the Allen County Auditor was unable to place the assessment on several parcels as the property identification number will not be in the system until next year. The updated assessment list with the amendments was received by Ms. Spannuth.

Rate Ordinance Amendment – Mr. Proctor stated an updated rate ordinance which addresses the change in billing method will need to be adopted by the Town Council. This ordinance is on the next Town Council agenda for consideration.

Update on SWAMP Plan – Mr. Frederickson updated the board on the mapping of the infrastructure inventory. A draft has been prepared; next step is field investigation. The Allen County Surveyor's Office will be utilized for additional locates and information regarding infrastructure within their jurisdiction.

Resolution 2021-01 – Mr. Steffens moved to approve Resolution 2021-01 which authorizes the Clerk-Treasurer to transfer \$7,000 between major budget classifications within the Stormwater Utility Fund for the purpose of balancing the 2020 budget. Motion passed unanimously.

Adjourn – The board adjourned the meeting until February 9, 2021. Mr. Proctor stated the next meeting will likely be conducted via Zoom, however, he will confirm that with the board members prior to the meeting.

Meeting adjourned until February 9, 2021.

Approved: *Aye*

R. Paul Steffens  
Board President

Attested:



Pamela Spannuth  
Clerk-Treasurer

\* Meeting minutes  
approved via remote  
board meeting.